

		Data Stewardship Roles and Responsibilities
Effective Date 11/4/25		Version 0.1

# Data Stewardship Roles and Responsibilities

## **Data Stewardship Roles and Responsibilities**

Rhode Island College owns its institutional data. Individual executive officer areas, units, and departments have stewardship responsibilities for portions of that data. Several roles govern the management of, access to, and accountability for institutional data (electronic and paper). These roles include:

- Data Trustee –VP-level
- Data Steward
- Delegated Data Steward
- Data Manager
- Data User

### **Data Trustee**

A data trustee is a senior administrator who is responsible for the security, privacy, and integrity of an organization's data.

#### **Responsibilities**

Data trustees are responsible for managing, protecting, and ensuring the quality and usefulness of data. They also ensure that data is compliant with data management policies and standards. Oversees the data stewards in their area.

#### **Authority**

Data trustees have authority over policies and procedures regarding data access and usage. They also appoint data stewards for specific subject areas.

#### **Collaboration**

Data trustees work with the CIO to ensure that the institution has the resources it needs to support data. They also work with other roles, such as data stewards, managers and others, to ensure that data is safe and accessible.

#### **Data Steward**

		Data Stewardship Roles and Responsibilities
Effective Date 11/4/25		Version 0.1

Any administrative personnel with policy-level responsibility for managing a major area (department) of the college's information resources. Their responsibilities include the following:

1. Assign day-to-day administrative and operational responsibilities for Institutional Data to one or more Data Managers.
2. Approve standards and procedures related to day-to-day administrative and operational management of Institutional Data.
3. Determine the appropriate criteria for obtaining access to Institutional Data.
4. Communicate data stewardship policies and procedures to Rhode Island College employees.
5. Promote effective data management and security training, education, and awareness.
6. Establish goals and action plans for implementing relevant policies and programs.
7. Ensuring that Data Managers implement reasonable and appropriate security controls to protect the confidentiality, integrity and availability of Institutional Data.
8. Identify delegated data stewards for appropriate data subareas.
9. Ensure accurate, valid, and timely collection of data.
10. Classify data relative to sensitivity and criticality to the college.
11. Set policies about storage, protection, manipulation, access to, and sharing of data.
12. Understand how Institutional Data is governed by College policies, state and federal regulations, contracts and other legal binding agreements.
13. Ensure disaster recovery and business continuity plans are developed and implemented.
14. Coordinate with the Chief Information Officer and Director of Information Security to determine proper response to serious IT security incidents that negatively impact protected or regulated data.

### **Delegated Data Steward**

Senior college officials with policy-level responsibility who have been designated by a data steward to serve as the delegated authority for a specific data area. The responsibilities of delegated data stewards are the same as those for data stewards.

### **Data Manager**

College officials and their staff who have operational-level responsibility for the capture, maintenance, and dissemination of data for specific data areas.

Their responsibilities include the following:

1. Carry out data steward responsibilities for specific data areas if delegated.
2. Develop operational-level procedures.
3. Respond to questions concerning data validity.

		Data Stewardship Roles and Responsibilities
Effective Date 11/4/25		Version 0.1

4. Facilitate individuals' authorized data access.
5. Provide appropriate user support for the use of data.

### **Data User**

College departments, individual college community members, or college affiliates that have been granted access to institutional data to conduct college business.

### **Shared Management**

In the event of shared management issues among central offices, schools and Auxiliary units, the Data Governance Committee will work with data stewards and their delegates to:

1. Facilitate policy, process, and practice discussions about institutional data.
2. Resolve shared data management issues.
3. Provide appropriate user support in the use of data.

### **Data Stewards & Managers by Data Category**

The *Data Stewardship Matrix* is organized by Rhode Island College institutional data areas and their executive and designated data stewards and managers. Data stewards are responsible for assigning an appropriate classification for their respective data areas based on their sensitivity and criticality; approving standards and procedures related to day-to-day administrative and operational management of the data; and determining the appropriate criteria for obtaining access.

**Data Access:** A Data Steward is accountable for who has access to Institutional Data. This does not imply that a Data Steward is responsible for day-to-day provisioning of access. Provisioning access is the responsibility of a Data Manager. A Data Steward may decide to review and authorize each access request individually or a Data Steward may define a set of rules that determine who is eligible for access based on business function, support role, etc. For example, a simple rule may be that all students are permitted access to their own transcripts, or all staff members are permitted access to their own health benefits information. These rules should be documented in a manner that allows little or no room for interpretation by a Data Manager.

**Risk Management:** Information security requires a balance between security, usability and available resources. Risk management plays an important role in establishing this balance. Understanding what classifications of data are being stored, processed and transmitted will allow Data Stewards to better assess risks. Understanding legal obligations and the cost of non-compliance will also play a role in this decision making. Both Information Technology Services and General Counsel can assist Data Stewards in understanding risks and weighing options related to data protection.

	<b>R H O D E I S L A N D C O L L E G E</b>	Data Stewardship Roles and Responsibilities
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**Data Classification:** All Institutional Data will be classified based on its sensitivity, value and criticality to the College. The College will adopt three primary classifications: public, private and restricted.

Related Links
Data Stewardship Matrix
Data Classification Reference Chart
Data Classification Policy
<a href="#"><u>Data Governance Policy</u></a>